

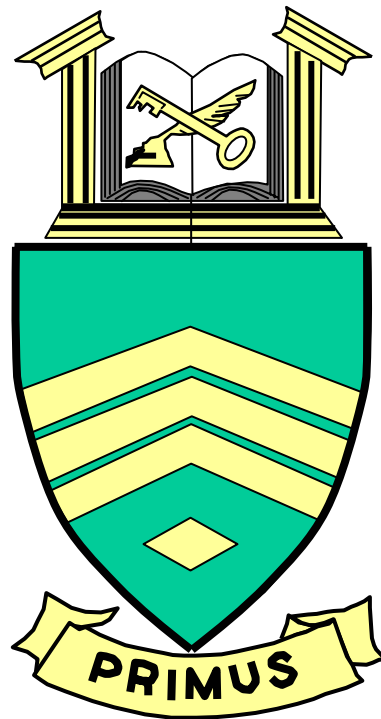
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

U661 (052002)

JUN 02

UNIT MANNING REPORT

PRERESIDENT TRAINING SUPPORT PACKAGE



Overview

The improper utilization of soldiers is a problem throughout the Army. Improper assignment of soldiers creates requisitioning problems at all levels of command, up to and including the Department of the Army. As a first sergeant, you will use the unit manning report as a valuable tool in managing the soldier assets of your unit. This lesson will enhance your existing knowledge on the proper utilization of personnel and the unit manning report.

Inventory of Lesson Material

Prior to starting this lesson ensure you received all materials (pages, tapes, disks, etc.) required for this Training Support Package. Go to the "**This [TSP or Appendix] Contains**" section on page two of the TSP and the first page of each Appendix, and verify you have all the pages. If you are missing any material, contact the First Sergeant Course Class Coordinator at the training institution where you will attend phase II FSC-TATS

Point of Contact

If you have any questions regarding this lesson, contact the First Sergeant Course Class Coordinator at the training institution where you will attend phase II FSC-TATS.

PRERESIDENT TRAINING SUPPORT PACKAGE

**TSP Number/
Title** U661
Unit Manning Report

Effective Date JUN 01

**Supersedes
TSPs** U661, Unit Manning Report
DEC 99

TSP User This TSP contains a training requirement that you must complete prior to attending Phase II, FSC-TATS. It will take you about two hours to complete this requirement.

Proponent The proponent for this TSP is document is the U.S. Army Sergeants Major Academy. POC: FSC-TATS Course Chief, DSN: 978-8854/8848; commercial (915) 568-8854/8848.

**Comments and
Recommendations** Send comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to:

ATTN ATSS DCF FSC TATS
COMDT USASMA
BLDG 11291 BIGGS FLD
FORT BLISS TX 79918-8002

**Foreign
Disclosure
Restrictions** The Lesson Developer in coordination with the USASMA foreign disclosure authority has reviewed this lesson. This lesson is releasable to foreign military students from all requesting foreign countries without restrictions.

**This TSP
Contains**

The following table lists the material included in this TSP:

	Table of Contents	Page
	Section I, Administrative Data	2
	Section II, Introduction/Terminal Learning Objective	4
	Section III, Presentation	5
	Section IV, Summary	7
	Section V, Student Evaluation	8
	Section VI, Student Questionnaire	9
Appendixes	A. Lesson Evaluation, Faculty Graded	Not Used
	B. Lesson Exercise and Solutions	B-1
	C. Student Handouts	C-1

SECTION I ADMINISTRATIVE DATA

**Task(s)
Trained**

This lesson trains the tasks listed in the following table(s):

Task Number:	131-020-0040
Task Title:	Unit Manning Report,
Conditions:	as a first sergeant, given extracts from AR 614-200, DA Pam 600-8, AR 680-29, and DA Pam 600-8-1,
Standards:	IAW AR 614-200, DA Pam 600-8, AR 680-29, and DA Pam 600-8-1.

**Task(s)
Reinforced**

None

**Prerequisite
Lessons**

None

**Clearance and
Access**

There is no clearance or access requirement for this lesson.

**Copyright
Statement**

No copyrighted material reproduced for use in this lesson.

References

The following table lists the reference(s) for this lesson:

Number	Title	Date	Additional Information
DA Pam 600-8	Management and Administrative Procedures	25 Feb 86	W chg 1, 1 Aug 86
AR 614-200	Enlisted Assignment and Utilization Management	12 Jul 01	
DA Pam 600-8-1	Standard Installation/Division Personnel System (SIDPERS) Battalion S1 level Procedures.	1 Mar 89	
AR 680-29	Military Personnel--Organization and Type of Transaction Codes	1 Mar 89	Change 1, 29 Mar 96

Equipment Required

None

Materials Required

None

Safety Requirements

None

Risk Assessment Level

Low

Environmental Considerations

None

Lesson Approval The following individuals have reviewed and approved this lesson for publication and incorporation into the First Sergeant Course-The Army Training System.

Name/Signature	Rank	Title	Date Signed
Benjamin M. Salcido	GS09	Training Specialist	
Chris L. Adams	SGM	Chief Instructor, FSC	
John W. Mayo	SGM	Course Chief, FSC-TATS	

SECTION II INTRODUCTION

Terminal Learning Objective

At the completion of this lesson, you will

Action:	Determine the correct utilization of soldiers on a unit manning report,
Conditions:	as a first sergeant in a classroom environment, given extracts from AR 614-200 (SH-1), DA Pam 600-8 (SH-2 and 3), AR 680-29 (SH-4), and DA Pam 600-8-1 (SH-5,
Standard:	Determined the correct utilization of soldiers on a unit manning report IAW SH-1 thru SH-5.

Evaluation

Before entering Phase II FSC-TATS, you will receive the end of Phase I Performance Examination that will include questions based on material in this lesson. On that examination, you must answer at least 70% of the questions correctly to achieve a GO.

Instructional Lead-in

Assigning and utilizing personnel properly requires your continuous attention to detail. The purpose of this lesson is to sharpen your ability in assigning personnel correctly in your unit. One of the major tools used in the personnel utilization process is the unit manning report (UMR). In this lesson you will learn about position vacancies; soldiers working in a MOS other than their primary or secondary MOS; programmed gains and losses; qualification indicators; and personnel data for all soldiers listed on the report.

SECTION III PRESENTATION

ELO 1

Action:	Explain the objectives and responsibilities of personnel utilization,
Conditions:	as a first sergeant in a classroom environment, given SH-1,
Standard:	Explained the objectives and responsibilities of personnel utilization IAW SH-1.

**Learning Step/
Activity (LS/A)
1, ELO 1**

To complete the learning activity, you must--

- Read ELO 1 above.
 - Read extracts from Student Handout One (SH-1), AR 614-200, paragraphs 2.6, 2.11, and 3.9 at Appendix C.
 - Complete questions 1, 2 and 3, LE-1 at Appendix B.
 - Compare your responses with the suggested solution found in the solution/discussion to LE-1, (Appendix B).
 - If your response does not agree with the answer in the solution discussion, review the lesson material.
-

ELO 2

Action:	Explain the assignment and utilization controls and procedures and priorities for utilization of personnel,
Conditions:	as a first sergeant in a classroom environment, given SH-1,
Standard:	Explained the assignment and utilization controls and procedures and priorities for utilization of personnel IAW SH-1.

LS/A 1, ELO 2

To complete the learning activity, you must--

- Read ELO 2 above.
 - Read extracts from SH-1, paragraphs 2.10, 3.5a, 3.6a, and 3.10b, and 3.10e at Appendix C.
 - Complete questions 4, 5, 6, 7, and 8, LE-1 at Appendix B.
 - Compare your responses with the suggested solution found in the solution/discussion to LE-1, (Appendix B).
 - If your response does not agree with the answer in the solution discussion, review the lesson material.
-

ELO 3

Action:	Explain the utilization of certain designated personnel,
Conditions:	as a first sergeant in a classroom environment, given SH-1,
Standard:	Explained the utilization of certain designated personnel IAW SH-1.

LS/A 1, ELO 3

To complete the learning activity, you must--

- Read ELO 3 above.
 - Read extracts from SH-1, paragraphs 3.10a(9) and 8.21e (1 thru 6(a)(b)(c)) at Appendix C.
 - Complete questions 9, and 10, LE-1 at Appendix B.
 - Compare your responses with the suggested solution found in the solution/discussion to LE-1, (Appendix B).
 - If your response does not agree with the answer in the solution discussion, review the lesson material.
-

ELO 4

Action:	Explain special category position numbers for assigning personnel to unauthorized positions,
Conditions:	as a first sergeant in a classroom environment, given SH-5,
Standard:	Explained special category position numbers for assigning personnel to unauthorized positions IAW SH-5.

LS/A 1, ELO 4

To complete the learning activity, you must--

- Read ELO 4 above.
 - Read extracts from SH-5, para 2-57b and para 2-57b(1) at Appendix C.
 - Complete questions 11 and 12, LE-1 at Appendix B.
 - Compare your responses with the suggested solution found in the solution/discussion to LE-1, (Appendix B).
 - If your response does not agree with the answer in the solution discussion, review the lesson material.
-

ELO 5

Action:	Explain how to use the unit manning report,
Conditions:	as a first sergeant in a classroom environment, given SH-4 and SH-3,
Standard:	Explained how to use the unit manning report IAW SH-4 and SH-3.

LS/A 1, ELO 5

To complete the learning activity, you must--

- Read ELO 5 above.
 - Read extracts from Student Handout SH-4 and SH-3 at Appendix C.
 - Complete question 13, LE-1 at Appendix B.
 - Compare your responses with the suggested solution found in the solution/discussion to LE-1, (Appendix B).
 - If your response does not agree with the answer in the solution discussion, review the lesson material.
-

ELO 6

Action:	Make changes to a unit manning report,
Conditions:	as a first sergeant in a classroom environment, given SH-3,
Standard:	Made changes to a unit manning report IAW SH-3.

LS/A 1, ELO 6

To complete the learning activity, you must--

- Read ELO 6 above.
 - Read extracts from SH-3-2 at Appendix C.
 - Complete question 14, LE-1 at Appendix B.
 - Compare your response with the suggested solution found in the solution/discussion to LE-1, (Appendix B).
 - If your response does not agree with the answer in the solution discussion, review the lesson material.
-

SECTION IV SUMMARY**Review/
Summarize
Lesson**

In the last couple of hours you did a review of and made changes to a unit manning report. The UMR is an important and effective tool in the personnel utilization process. As a first sergeant, it is important to maintain a current and updated UMR in order to effectively use soldiers properly.

**Check On
Learning**

The lesson exercise that you complete in Appendix B will serve as the check on learning for this lesson.

**Transition to
Next Lesson**

None

SECTION V STUDENT EVALUATION

**Testing
Requirements**

Before entering Phase II FSC-TATS, you will receive the end of Phase I Performance Examination that will include questions base on material in this lesson. On that examination, you must answer 70% of the questions correctly to achieve a GO.

SECTION VI STUDENT QUESTIONNAIRE

Directions Complete the following actions:

- Enter your name, your rank, and the date you complete this questionnaire.

Name:	Rank:	Date:
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- Answer items 1 through 6 below in the space provided.
- Fold the questionnaire so the address for USASMA is visible.
- Print your return address, add postage, and mail.

Note: Your response to this questionnaire will assist the Academy in refining and improving this course. When completing the questionnaire, answer each question frankly. Your assistance helps build and maintain the best Academy curriculum possible.

Item 1	Do you feel you have master the objective of this lesson?
Item 2	Was the material in this lesson new to you?
Item 3	Which parts of this lesson were most helpful to you in learning the objective?
Item 4	How could we improve the format of this lesson?
Item 5	How could we improve the content of this lesson?
Item 6	Do you have additional questions or comments? If you do, please list them here. You may add additional pages if necessary.

U661

JUN 02

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Appendix B

Index of Lesson Exercises and Solutions

**This Appendix
Contains**

This Appendix contains the items listed in this table--

Title	Pages
LE-1, Unit Manning Report	LE-1-1 Thru LE-1-4
SLE-1, Unit Manning Report	SLE-1-1 Thru SLE-1-5

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LESSON EXERCISE 1
(Self-Graded)
Unit Manning Report

Overview: Before completing this lesson exercise, study student handout. This lesson exercise begins with a review identifying the items located in the index

ELO 1 Explain the objectives and responsibilities of personnel utilization.

Item 1. What are the objectives of proper utilization of personnel?

Item 2. What responsibilities do the MACOMs and Commanders of FORSCOM installations have in the utilization of personnel?

Item 3. What are the responsibilities the military personnel division/personnel service battalion commanders have?

ELO 2. Explain the assignment and utilization controls and procedures and priorities of personnel.

Item 4. What responsibilities do the local activity and unit commander have?

Item 5. What is the enlisted distribution and assignment system?

Item 6. The enlisted distribution target model fills the personnel manning authorized document with projected available inventories from what source?

Item 7. What are the considerations for utilization of Specialist or Corporals at a higher rank?

Item 8. Commanders will maintain current inventories of authorized and actual strengths by what criteria?

ELO 3. Explain the utilization of certain designated personnel.

Item 9. What is the criteria for assignment of first sergeants?

Item 10. How should commanders assign NCO ranks of SGT through SGM/CSM?

ELO 4. Explain special category position numbers for assigning personnel to unauthorized positions.

Item 11. When individuals in your unit have no authorized position, how do you report them on the unit manning report?

Item 12. When your unit identifies an individual as reassignable over strength, how do you report them on the unit manning report?

ELO 5. Explain how to use the unit manning report.

Item 13. Using the Unit Manning Report: a female soldier is assigned to your unit under an assigned position number that shows block 33, ID code of A. What is the specialty code for the position that should be entered under block 33?

ELO 6. Make changes to a unit manning report.

Item 14. When making changes to the Unit Manning Report concerning "grade unequal," where should those changes be annotated?

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SOLUTION TO LESSON EXERCISE 1
(Self-Graded)
Unit Manning Report

ELO 1: Explain the objectives and responsibilities of personnel utilization.

Item 1. What are the objectives of proper utilization of personnel?

Answer:

- Efficient use of enlisted soldiers in accomplishing the Army mission.
- To place soldiers in positions that require skills, knowledge, and abilities as shown by their PMOS, SMOS, or additionally awarded military occupational specialty (AMOS).
- Provide policies that strengthen and broaden MOS qualifications and prepares soldiers for career progression, greater responsibility, and diversity of assignments.

Ref: SH-1-5, AR 614-200, para 3.9.

Item 2. What responsibilities do the MACOMs and Commanders of FORSCOM installations have in the utilization of personnel?

Answer:

- a. Submitting enlisted personnel requisitions to PERSCOM reflecting personnel requirements.
- b. Ensuring soldiers within their commands are properly assigned and utilized.
- c. Approving reclassification for soldiers, SSG and below when their MOS is authorized by the U.S. Army Total Personnel Command's (PERSCOM's) Reenlistment/Reclassification IN/OUT Call Message, or otherwise directed by PERSCOM.
- d. Ensuring soldiers are afforded opportunity for training and that--
 - (1) Their applications are processed promptly.
 - (2) When selected, they are fully qualified.
- e. Managing DS Program, if applicable (to include providing PERSCOM a central point of contact).
- f. Administering, monitoring and supervising the SDAP Program for all soldiers who receive SDAP within their respective commands.
- g. Publicizing the Career Development Programs and--
 - (1) Counseling prospective soldiers on program opportunities and
 - (2) Ensuring applicants are eligible for membership or training.
- h. Approving or disapproving exchange assignments. Authorizing any commander with general court-martial (GCM) authority to prescribe assignment limitations for sole surviving sons or daughters.

-
- j. Publicizing the Special Forces (SF) Program.
 - k. Delegating to subordinate installation commanders authority to assign soldiers, to include determining soldiers' suitability for assignments from a security standpoint.

Ref: SH-1-1, AR 614-200, para 2.6.

Item 3. What are the responsibilities the military personnel division/personnel service battalion commanders have?

- Answer:
- a. Implement assignment policies and procedures.
 - b. Update soldier's information on the Total Army Personnel Data Base (TAPDB) through Standard Installation/Division Personnel Systems (SIDPERS) (that is, enrollment and disenrollment in the Married Army Couples Program (MACP), change in marital status).

Ref: SH-1-2, AR 614-200, para 2.11a and b.

ELO 2. Explain the assignment and utilization controls and procedures and priorities of personnel.

Item 4. What responsibilities does the local activity and unit commander have?

- Answer:
- a. Update all field automated data base systems.
 - b. Manage the DS Program at their level (ensure soldiers selected are eligible).
 - c. Manage the SDAP program at their level (ensure soldiers receiving SDAP meet the necessary criteria).
 - d. Recruit volunteers for assignment to airborne, ranger, and SF units and support recruiting teams.
 - e. Ensure applications for assignments to 75th Ranger Regiment are processed promptly.
 - f. Inform commanders of noncompliance, with utilization policies (chap 3, sec II) for correction. Recommend courses of action that are available.
 - g. Inform soldiers of the specific duty MOS (DMOS) they are being assigned to and, if different from the PMOS, CPMOS or secondary MOS (SMOS), tell them the reason for assignment and its impact on their career.
 - h. Report assignment eligibility and availability (AEA) codes (when applicable, include termination date) to local Military Personnel Division/Personnel Service Battalion (MPD/PSB).

Ref: SH-1-2, AR 614-200, para 2.10a thru h.

Item 5. What is the enlisted distribution and assignment system?

Answer: a. Enlisted Distribution and Assignment System (EDAS) is the principal automated source for information concerning enlisted assignment actions. It is an interactive, online system for enlisted assignments and distribution functions.

Ref: SH-1-3, AR 614-200, para 3.5a.

Item 6. The enlisted distribution target model fills the personnel manning authorized document with projected available inventories from what source?

Answer: The model fills each UIC reflected in the Personnel Manning Authorization Document (PMAD) with projected available inventory from the MOS Level System (MOSLS) according to DSCPER Distribution Policy.

Ref: SH-1-4, AR 614-200, para 3.6a.

Item 7. What are the considerations for utilization of Specialist or Corporals at a higher rank?

Answer: 1. NCO position at present grade.
2. NCO position at a higher grade.

Ref: SH-1-6, AR 614-200, para 3.10b.

Item 8. Commanders will maintain current inventories of authorized and actual strengths by what criteria?

Answer: MOS

SH-1-6, AR 614-200, para 3.10e.

ELO 3. Explain the utilization of certain designated personnel.

Item 9. What criteria is used for assignment of first sergeants?

Answer: (1) MSGs who possess the proper PMOS and have been awarded the SQI "M. "
(2) MSGs who do not possess the SQI "M" but possess the proper PMOS and are considered by local commanders to have 1SG potential.
(3) MSGs who possess the SQI "M" and a PMOS in the CMF appropriate to the type unit.

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- (4) MSGs who do not possess the SQI "M" but possess a PMOS in the CMFs appropriate to the type unit and are considered by local commanders to have 1SG potential.
 - (5) MSGs who possess the SQI "M" but do not possess PMOS/CMF appropriate to the type unit.
 - (6) As an interim measure, until a MSG who meets the above priorities can be assigned the following apply:
 - (a) SFC(P) who possess the proper PMOS and have been awarded the SQI "M. "
 - (b) SFC(P) who do not possess the SQI "M " but possess the proper PMOS and are considered by local commanders to have 1SG potential.
 - (c) SFC who possess the proper PMOS and have been awarded the SQI "M. "

Ref: SH-1-, AR 614-200, para 8.19e(1 thru 6(a)(b)(c)).

Item 10. How should commanders assign NCO ranks of SGT through SGM/CSM?

Answer: Assign soldiers in the grades of SGT through SGM/CSM, to fill MOS and grade authorizations in MTOE troop units before filling TDA staff positions.

Ref: SH-1-5, AR 614-200, para 3.10a(9).

ELO 4. Explain special category position numbers for assigning personnel to unauthorized positions.

Item 11. When individuals in your unit have no authorized position, how do you report them on the unit manning report?

Answer: Individuals who are not assigned to an authorized duty position will be reported by a special category position number in the 999 series.

Ref: SH-5-1, DA Pam 600-8-1, para 2-57b.

Item 12. When your unit identifies an individual as reassignable over strength, how do you report them on the unit manning report?

Answer: Series number 9990-- Identifies reassignable over strength personnel who should be assigned to another local unit.

Ref: SH-5-1, DA Pam 600-8-1, para 2-57b(1).

ELO 5. Explain how to use the unit manning report.

Item 13. Using the Unit Manning Report: a female soldier is assigned to your unit under an assigned position number that shows block 33, ID of A. What is the specialty code for the position that should be entered under block 33?

Answer: Female enlisted number.

Ref: SH-4-1, AR 680-29, para 3-4a.

ELO 6. Make changes to a unit manning report.

Item 14. When making changes to the Unit Manning Report concerning "grade unequal," where should those changes be annotated?

Answer: Remarks column, block 40.

Ref: SH-3-2, DA Pam 600-8, fig 9-16-1.

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Appendix C

Index of Student Handouts

**This Appendix
Contains**

This Appendix contains the items listed in this table--

Title/Synopsis	Pages
SH-1, extracts from AR 614-200, paragraphs 2-6, 2-10, 2-11, 3-2 through 3-11, and 8-19 through 21.	SH-1-1 thru SH-1-7
SH-2, Training Aid for Managing the Unit Manning Report.	SH-2-1 thru SH-2-2
SH-3, extracts from DA Pam 600-23, paragraph 17-11; AR 600-8-6, paragraph 3-35, table 319 and 3-5; AR 600-8, figure 9-16-1, pages 773 through 776; and AAA-161 Report, parts 1 and 2.	SH-3-1 thru SH-3-10
SH-4, extract from AR 680-29, chapter 3, page 61.	SH-4-1
SH-5, extracts from DA Pam 600-8-1, para 2-57, pages 37 and 38	SH-5-1 thru SH-5-2

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2-6. Commanders of major Army commands

Commanders of major Army commands (MACOMs) will be responsible for the following personnel matters that pertain to their command or to agencies under their jurisdiction. Responsibilities in this paragraph are further delegated to commanders of U.S. Army Forces Command (FORSCOM) installations. FORSCOM will monitor and assist to ensure compliance with policies established by this regulation. Commanders will—

- a.* Submit enlisted personnel requisitions to PERSCOM reflecting personnel requirements.
- b.* Ensure that soldiers within their commands are properly assigned and utilized.
- c.* Approve reclassification of soldiers, SSG (non-P) and below, when their MOS is authorized by the PERSCOM's reenlistment/reclassification IN/OUT call message, or otherwise directed by PERSCOM.
- d.* Ensure soldiers are afforded an opportunity for training and that—
 - (1) Their applications are processed promptly.
 - (2) When selected, they are fully qualified.
- e.* Manage DS Program, if applicable, including providing PERSCOM a central point of contact.
- f.* Administer, monitor, and supervise the SDAP Program for all soldiers who receive SDAP within their respective commands. (See also appendix C regarding the management control process for SDAP.)
- g.* Publicize the career development programs and—
 - (1) Counsel prospective soldiers on program opportunities and requirements.
 - (2) Ensure applicants are eligible for membership or training.
- h.* Approve or disapprove exchange assignments.
- i.* Authorize any commander with general court-martial (GCM) convening authority to prescribe assignment limitations for sole surviving sons or daughters.
- j.* Publicize the Special Forces (SF) Program.
- k.* Delegate to subordinate installation commanders authority to assign soldiers, including determining soldiers' suitability for assignments from a security standpoint. Commanders should consult with appropriate installation security officials to ensure soldiers meet the security requirements of projected assignment.

2-10. Local activity and unit commanders

- a.* Commanders will—
 - (1) Update all field automated data base systems.
 - (2) Manage the SDAP Program at their level. (Ensure soldiers receiving SDAP meet the necessary criteria.)
 - (3) Screen assignment instruction (AI) special instructions and initiate security clearances for secret and top secret within 60 days of AI.
 - (4) Manage the DS Program at their level, including—
 - (a) Ensuring soldiers selected are eligible.
 - (b) Designating local DS manager to serve as point of contact with PERSCOM (TAPC-EPK-ID) and HQ TRADOC (ATBO-BE) on matters relating to the DS Program.
 - (c) Submitting "monthly status report messages" to arrive at PERSCOM (TAPC-EPK-ID) not later than the 5th working day of each month.
 - (d) Awarding soldiers skill qualification identifier (SQI) "X" on successful completion of DS school.
 - (e) Awarding, terminating, and reinstating SDAP (proficiency pay) to DSs. (For United States Army Reserve (USAR) soldiers, refer to AR 140-10.)
 - (5) Recruit volunteers for assignment to airborne, ranger, and SF units and support recruiting teams.
 - (6) Ensure applications for assignments to 75th Ranger Regiment are processed promptly, including all security clearance requirements.
 - (7) Inform commanders of noncompliance, with utilization policies (See chap 3, sec II.) for correction, and recommend courses of action that are available.
 - (8) Inform soldiers of the specific duty MOS (DMOS) they are being assigned to, and, if different from the PMOS, CPMOS or SMOS, tell them the reason for assignment and its impact on their career.

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- (9) Report assignment eligibility and availability (AEA) codes (When applicable, include termination date.) to local Military Personnel Division/Personnel Service Battalion (MPD/PSB).
- (10) Initiate/maintain procedures to ensure prompt and complete processing of all required security clearance actions for soldiers selected to attend the Special Forces Assessment and Selection (SFAS) course. An SF 86 (Questionnaire for National Security Positions) must be submitted on each SFAS course selectee and eligible soldier granted an interim secret security clearance within 45 days of the soldier's return from SFAS.
- b.* In addition, commanders of those installations conducting DS school/training will submit academic evaluation reports (AR 623-1) on all soldiers attending DS school to PERSCOM (TAPC-EPK-ID) and provide a by-name message to PERSCOM (TAPC-EPK-ID) and HQ TRADOC (ATBO-BE)—
 - (1) Listing soldiers who report to each DS class.
 - (2) Listing soldiers who graduate from each DS class.
- c.* USAR training divisions/separate brigade commanders will be responsible for conducting the DS Program within their units. Responsibilities include operation of DS schools and assignment to and referral from DS duties and other appropriate responsibilities contained in AR 140-10.

2-11. Chiefs, Military Personnel Division/Personnel Service Battalion commanders

Chiefs/commanders will—

- a.* Implement assignment policies and procedures.
- b.* Update soldier information on the Total Army Personnel data base (TAPDB) through Standard Installation/Division Personnel System (SIDPERS) (for example, enrollment and disenrollment in the Married Army Couples Program (MACP) and change in marital status).

3-2. Assignment selection criteria

- a.* Except for CONUS requirements that will be filled from OCONUS returnees who are immediately available (IA), qualified volunteers will be considered first for all assignments. Requests for reassignment may be submitted prior to completion of TOS requirements; however, soldiers must complete TOS requirements at their present duty station before movement.
- b.* Soldiers who are German aliens are ineligible for assignment to that country. Soldiers who are Turkish aliens will be offered the opportunity to decline an assignment to Turkey.
- c.* Former members of the Peace Corps will not be assigned to military intelligence duties for a period of four years following service with the Peace Corps. Soldiers who acquire an intelligence specialty after four years are ineligible for overseas intelligence duty in any country where they served or were trained to serve with the Peace Corps. The term “former member of the Peace Corps” includes former Peace Corps volunteers, volunteer leaders, and staff members. The term does not include persons who attended Peace Corps training but did not go OCONUS with the Peace Corps. This assignment restriction of former Peace Corps soldiers will not be waived.
- d.* Soldiers released from civil or military prisons being restored to duty will not be assigned to the foreign country or area where the offense was committed.
- e.* Former officers or warrant officers reverting to enlisted status will be reassigned to another installation. They will be reported IA. Exceptions may be granted when—
 - (1) The soldier requests to remain at the original installation.
 - (2) The installation commander concurs.
 - (3) There is a valid vacancy.
 - (4) No higher priority requirement dictates a reassignment.
- f.* Promotion of soldiers to master sergeant (MSG) and below will not be the sole reason for a PCS. However, soldiers selected for promotion will be considered for assignments in their promotable grade.
- g.* A sole surviving son or daughter may be exempt from assignment to a hostile fire area. (See para 5-9.)
- h.* The direct combat probability coding (DCPC) policy precludes assigning female soldiers to units coded P1 on the TOE. Female soldiers may be assigned to all other positions (interchangeable or female-only coded positions on MTOE). Identity codes on MTOE should correlate directly to codes on the TOE.

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- i.* Prior to departure in compliance with AIs, soldiers must take action to meet any remaining service requirement. (See AR 601–280.)
- j.* Soldiers will normally receive a reporting date not less than 150 days beyond the date AIs are issued by PERSCOM.
- k.* Soldiers will be given equal assignment opportunity without regard to race, color, age, religion, national origin, marital status, or whether or not they will be accompanied by their spouse. Exceptions are—
 - (1) Compassionate reassignments.
 - (2) Assignments under the MACP.
 - (3) Individual cases approved on a case-by-case basis.
- l.* First-term soldiers serving initial enlistments of—
 - (1) Three years or less will receive only one assignment before expiration term of service (ETS) following initial basic and skill training. However, when they are required to serve in an unaccompanied hardship tour area OCONUS, they will be given no more than two assignments in different locations.
 - (2) More than three but less than four years will receive, before ETS following initial basic and skill training, no more than one CONUS assignment or two OCONUS assignments.
 - (3) Four or more years will receive, before ETS following initial basic and skill training, no more than two assignments in different locations, regardless of the tour length.

3–3. Assignment preferences

- a.* Soldiers' CONUS area of preference (CONAP) and overseas area of preference (ORSAP) are considered in the assignment process; however, assignments are made to fulfill Army requirements.
- b.* When selecting a preference, soldiers should choose installations or geographic areas where their PMOS, SQIs, and additional skill identifiers (ASIs) are required.
- c.* Detailed Recruiter Assignment Preference Program (DRAPP). Soldiers serving as detailed recruiters may submit up to three assignment preferences for consideration for next duty assignment. Soldiers must successfully complete their tour of duty as detailed recruiters. Preference choices must meet the professional development requirements of the soldier's career, and a valid requisition must exist that meets the current distribution policy. If both conditions cannot be met, assignments will be made to fulfill Army requirements.
- d.* Drill Sergeant Assignment Preference Program (DSAPP). Soldiers serving as DS may submit up to three assignment preferences for consideration for next duty assignment. Preferences must be submitted no more than 12 months and no less than 10 months prior to projected duty release date. Soldiers must successfully complete their tour of duty as DS. Preference choices must meet the professional development requirements of the soldier's career, and a valid requisition must exist that meets the current distribution policy. If both conditions cannot be met, be made to fulfill Army requirements.
- e.* Codes for areas of preference listed on Enlisted Records Brief (ERB) are in AR 680–29.

3–4. Career management individual file

- a.* The career management branches maintain a career management individual file (CMIF) (See AR 600–8–104.) for each SSG through SGM. However, depending on the PMOS, files are maintained for lower ranking soldiers. These files are separate and distinct from the official military personnel files (OMPFs) maintained at U.S. Army Enlisted Records and Evaluation Center (USAEREC) at Fort Benjamin Harrison, Indiana. PERSCOM uses the CMIF in making career management decisions. The CMIF contains the following (list not all-inclusive):
 - (1) ERB.
 - (2) Copy of enlisted evaluations and academic reports.
 - (3) Copy of relief for cause actions (DS, recruiters, and career counselors).
 - (4) Copy of most recent AIs.
 - (5) Copy of pending applications, requests, and other personnel actions relating to individual personnel management and administration.
 - (6) Photograph (SSG through SGM).
 - (7) Most recent copy of OMPF performance and service fiche.
- b.* USAEREC will furnish copy of enlisted evaluation report and annual performance fiche to the appropriate career

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management branch. The MPD/PSB will furnish the other documents.

3-5. Enlisted Distribution and Assignment System

- a.* Enlisted Distribution and Assignment System (EDAS) is the principal automated source for information concerning enlisted assignment actions. It is an interactive, on-line system for enlisted assignments and distribution functions.
- b.* Installations primarily use SIDPERS to update data on the TAPDB. The principal data bases used by EDAS are—
 - (1) Total Army personnel data base (active enlisted) (TAPDB(AE)).
 - (2) Requisition data base (REQDB).
 - (3) Organizational data base (ORGDB).
 - (4) Statistical data base (STATDB).
- c.* Field users use EDAS to create requisitions and to read data that they are authorized—for example, information on soldiers assigned to their commands and incoming personnel.
- d.* Detailed instructions and specifics on the various data bases can be found in the EDAS Users Manual. (Contact PERSCOM (TAPC-EPC-I).)

3-6. Enlisted distribution target model

- a.* The enlisted distribution target model (EDTM) is an automated system that creates enlisted distribution targets by MOS, grade, and unit identification code (UIC). The model fills each UIC reflected in the personnel manning authorization document (PMAD) with projected available inventory from the MOS Level System (MOSLS) according to DCSPER distribution policy.
- b.* The EDTM constrains the assignment process to coincide with the projected operating strength targets. It represents assets the Army realistically expects to be available for distribution. The model targets each UIC for fill according to the DCSPER enlisted distribution policy. Therefore, the possibility exists (depending on the fill priority and projected inventory) for a unit to be targeted at less than authorized strength.
- c.* By using the EDAS management information subsystem, field personnel managers may view the targets—grouped by private (PV1) through specialist (SPC), sergeant (SGT) through MSG, and SGM—for the current month plus four through 12 months (CM+4 through CM+12). This is accomplished by using either the REPORT REQUEST (MO) (reports A, B, E, F, and J) or the STAT QUERY (MQ) (reports A and D).
- d.* The targets are produced monthly, or more frequently if changes to projected authorizations or operating strength warrant an update. (Questions on the EDTM may be referred to PERSCOM (TAPC-EPS-P), 2461 Eisenhower Ave., Alexandria, VA 22331.)

3-7. Requisitions

- a.* The allocation of requisitions for each of the requisitioning activities listed below will be limited to the command's share of available inventory, determined by the EDTM. Requisitions are allocated to the field via EDAS at the four-character MOS code (MOSC) level. Requisitioning activities then expand the allocations to the nine-character MOSC level, adding security requirements, other details, and special instructions (SI), if necessary, and transmit them to PERSCOM by verifying requisitions in EDAS. The requisitioning activities are—
 - (1) CONUS installations.
 - (2) CONUS elements of functional commands.
 - (3) U.S. Army, Europe (USAREUR); Eighth U.S. Army (EUSA); U.S. Army, Pacific (USARPAC); and U.S. Army, South (USARSO).
- b.* All other requisitioning activities will determine their nine-character MOSC level requirements and any SIs and transmit them to PERSCOM by creating requisitions in EDAS. If no requisitions are received from a particular requisitioning activity during the month, the assumption is that no requirement exists.
- c.* EDAS will generate the control and serial number when the requisition is created. (See EDAS Users Manual for details.)
- d.* The lead time required in submitting personnel requisitions provides time for selecting and preparing soldiers for

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movement. Actual lead times necessary for each MACOM are established during the requisition allocation process or via direct communication between PERSCOM and the supported command. (Questions on this process may be referred to PERSCOM (TAPC-EPS), 2461 Eisenhower Ave., Alexandria, VA 22331.

Section II

Personnel Utilization

3-9. Objectives

- a.* To ensure efficient use of enlisted soldiers in accomplishing the Army mission.
- b.* To place soldiers in positions that require skills, knowledge, and abilities as shown by their PMOS, SMOS, or additionally awarded military occupational specialty (AMOS).
- c.* To provide policies on personnel utilization that will strengthen and broaden MOS qualifications and prepare soldiers for career progression, greater responsibility, and diversity of assignment.

3-10. Criteria

- a.* Soldiers will be assigned to an organizational element according to the authorized MTOE/TDA/DMO positions, consistent with their PMOS or CPMOS qualifications, and—
 - (1) The criteria for SIMOS is found in paragraph 1-12.
 - (2) The criteria for bonus recipients is found in AR 601-280, paragraph 5-12.
 - (3) The criteria for first sergeant (1SG) positions is found in chapter 8, section IV.
 - (4) Soldiers with school-trained SQI/ASI will be assigned in the SQI/ASI for the minimum service-remaining requirement for the respective course. An SQI/ASI is not a substitute for an MOS and will not represent the sole skill requirement for any position.
 - (5) Defense Language Institute (DLI) graduates will be utilized in positions authorized foreign language ability. (Exceptions must be approved by PERSCOM.)
 - (6) Non-bonus first-term soldiers will serve in their PMOS during their first term of service. When exigencies dictate, commanders will assure PMOS utilization through the first 12 months after completion of advanced individual training (AIT). Commanders then may award SMOS or AMOS as appropriate. Only MACOM commanders may grant exceptions, and exceptions may be granted for operational necessity only.
 - (7) Intelligence career program soldiers will be assigned in their PMOS only, unless approved by PERSCOM (TAPC-EPL-M).
 - (8) Soldiers with PMOS in the 02 series (bandspersons) will be assigned in their PMOS only, unless approved by PERSCOM (TAPC-EPM-A).
 - (9) Soldiers in the grades of SGT through SGM/CSM will be assigned to fill MOS and grade authorizations in MTOE troop units before filling TDA staff positions. Commanders with classification authority can authorize exceptions to meet essential local needs.
 - (10) Assign soldiers within the same grade or up to two grades higher if no higher-ranking soldiers are available. Utilization within the same or higher skill level should be considered. The higher skill level will include any other MOS to which the soldier would advance in the normal line of progression in the MOS career pattern set forth in DA PAM 611-21.
 - (11) Assign soldiers in the shortage or balanced MOS for which they are trained, provided current PMOS is listed as over-strength in DA Circular 611 series or as otherwise directed by PERSCOM.
- b.* When considering a SPC or corporal (CPL) for utilization at the higher grade, the following sequence should be followed:
 - (1) Noncommissioned officer (NCO) position at present grade.
 - (2) NCO position at a higher grade.
- c.* Supervised on-the-job training (SOJT) may be used to improve utilization and qualifications of soldiers in their PMOS, SMOS, or ASI (except intelligence MOS). However, SOJT will not be used to—
 - (1) Award MOS that requires formal school training described in DA PAM 611-21.
 - (2) Change soldiers' PMOS for the sole purpose of meeting local requirements.
 - (3) Cause the loss of school trained assets.

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d. As an exception, soldiers may be utilized—

- (1) When the assignment is under actual combat conditions.
- (2) When the assignment is to meet an urgent military requirement to satisfy an exceptional need for special duty. (See glossary for definition of “special duty” and its two subsets, “borrowed military manpower” and “troop diversions.”) Time is limited to 90 days, after which soldiers must be returned to duties in their PMOS or CPMOS. Extensions will not be granted.
- (3) When the sole purpose of the assignment is to qualify soldiers for a shortage MOS. The MOS and skill level must be authorized for the soldiers’ grade.
- (4) To support Reserve summer training.
- (5) When the assignment is under SI from PERSCOM.
- (6) In specialist positions despite the soldier’s status as corporal. However, there must be no NCO vacancies in their current grade and same or higher skill level.
- (7) In their PMOS in a position one grade lower if they are excess (excluding CSM/SGM). This precludes PCS moves and offsets grade or space imbalanced conditions between OCONUS and CONUS. Soldiers directed to serve in a lower grade position must not be penalized in their NCO Evaluation Report (NCOER). The first choice for utilization of the NCO under this exception will be in a lower grade NCO position. Installation strength manager will provide soldiers utilized under this exception the specific reasons for such action.
- (8) In their SMOS, AMOS, or in an MOS substitute for the PMOS in the same or higher skill level, as authorized in DA PAM 611–21, when there is no requirement for PMOS. Assignment will not exceed 12 months.

e. Commanders will maintain current inventories of authorized and actual strengths by MOS. Using MOS strength, utilization of soldiers will be reevaluated periodically and MOS overages and shortages will be adjusted by reassigning soldiers when appropriate. If an overage/surplus still exists after the adjustment, soldiers in the overage MOS and grade who have been assigned to the installation or activity the longest, since last PCS, will be reported as IA. (See para 3–15.) However, soldiers pending reassignment will be utilized in a position most in line with their grade and qualifications.

f. Soldiers who must be reassigned due to the inactivation of a post, camp, or station will be reported 180 days before the inactivation date.

g. For rehabilitation transfers, refer to AR 635–200.

Section IV

First Sergeant Positions

8–19. Scope

The most highly qualified and motivated senior soldiers must be selected and assigned to 1SG positions. Moreover, these assignments are career enhancing and serve as professional development for soldiers in a CMF where 1SG opportunities are available.

8–20. Eligibility

Soldiers in the grade of SFC through MSG will be assigned as 1SGs based on the following:

- a.* Outstanding qualities of leadership.
- b.* Dedication to duty.
- c.* Integrity and moral character.
- d.* Professionalism.
- e.* MOS proficiency.
- f.* Appearance and military bearing.
- g.* Physical fitness.

8–21. Criteria

- a.* All requisition authorities in CONUS/OCONUS are required to identify 1SG positions with the appropriate SQI

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identifier of "M."

b. Initial entry training 1SG positions should be filled with soldiers who have previously served successful tours as DSs.

c. When possible, the 1SG will possess the PMOS of the authorized duty position, particularly in TOE company level organizations. Soldiers will only be assigned outside their PMOS or CMF as an exception and with prior approval from PERSCOM. These soldiers must possess SQI "M" and be the only qualified soldiers available to fill the vacancy.

d. Installation or division commanders may reassign soldiers within their command to fill 1SG positions. Soldiers who have been issued HQDA reassignment instructions through EDAS will normally not be approved for the position. However, PERSCOM will consider requests for deletion from AIs in exceptional cases.

e. Selection priorities of soldiers for assignment to 1SG positions are outlined below. Exceptions may be made when the commander deems it essential to mission accomplishment.

(1) MSGs who possess the proper PMOS and have been awarded the SQI "M."

(2) MSGs who do not possess the SQI "M" but possess the proper PMOS and are considered by local commanders to have 1SG potential.

(3) MSGs who possess the SQI "M" and a PMOS in the CMF appropriate to the type unit.

(4) MSGs who do not possess the SQI "M" but possess a PMOS in the CMFs appropriate to the type unit and are considered by local commanders to have 1SG potential.

(5) As an interim measure, until a MSG who meets the above priorities can be assigned, the following applies (with no designated precedence):

(a) MSGs who possess the SQI "M" but do not possess PMOS/CMF appropriate to the type unit.

(b) SFC(P) who possess the proper PMOS and have been awarded the SQI "M."

(c) SFC(P) who do not possess the SQI "M" but possess the proper PMOS and are considered by local commanders to have 1SG potential.

(d) SFC who possess the proper PMOS and have been awarded the SQI "M."

f. Soldiers will be stabilized as 1SG for 24 months (see AR 614-5.), except that OCONUS stabilization will not involuntarily exceed normal tour length. Immediately upon soldier's assignment to 1SG position, request for stabilization must be submitted to PERSCOM (TAPC-EPC-O). Effective start date of stabilization is date soldier is assigned to 1SG position. Request for stabilization must include one of the following:

(1) FSC school graduation date.

(2) Date scheduled to attend FSC.

(3) GO-approved waiver for deferred school attendance.

g. The initial period of stabilization will not be adjusted for soldiers reassigned from one 1SG position to another 1SG position at the same station. Clearance from PERSCOM (TAPC-EPC-O) will be obtained before stabilizing a soldier in a 1SG position immediately after completing a stabilized tour in another duty position located at the same station as the 1SG position.

h. In order to be a 1SG, soldier must be assigned to a 1SG position. When loss of position or authorization occurs, personnel will revert back to their former grade.

i. Repetitive assignments to 1SG duty will be based on—

(1) Needs of the Army.

(2) Soldier's performance as 1SG.

(3) Soldier's desires and professional development needs.

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Training Aid for Managing the Unit Manning Report (UMR)

NOTE: This is a training narrative for the Unit Manning Report Figure 9-16-1,

The sequence of the UMR is normally by unit processing code (UPC) and within each UPC by position number. However, the battalion S1 may opt to sequence the report by report sequence code or mail code. For each position authorized by a paragraph and line number, a separate position number depicts the authorization data. Only one individual can be in a slot for each authorized position number. For example, if a unit's authorization includes three SGT's with an authorized MOS for 74G20 in paragraph 3, line 4, the UMR would reflect three separate position numbers showing that information and information pertaining to each incumbent.

The UMR also indicates the total number of commissioned officers, warrant officers, and enlisted personnel assigned. Names of attached personnel will appear on the UMR and the totals will include personnel who are in the attached unit status.

Now, look at a sample UMRs at SH-3-5 and SH-3-6 and the AAA -161 Report at SH-3-9 and SH-3-10.

Note: Refer to SH-3-1 to SH-3-4 for information on the UMR. Briefly review the report column headings. Note that a special code in the "ID" (33) column indicates the sexual criteria for each position shown. AR 680-29, para 3-4 (SH-4-1), lists the special codes as follows:

- A Female enlisted number
- E Male enlisted number
- I Interchangeable male or female enlisted member
- K Interchangeable male or female commissioned officer
- L Female commissioned officer
- O Male commissioned officer
- P Interchangeable male or female warrant officer
- V Female warrant officer
- W Male warrant officer

Note: The process listed below is just a common-sense approach to managing the UMR.

Now go over the steps you use to verify the accuracy of your unit's UMR:

A. The first thing to do is to get a copy of the previous UMR which you should have kept current by posting changes on a daily basis. If the report is to be of value, it is absolutely necessary that you post changes such as promotions, reclassifications, arrivals, departures, reenlistment, and extensions as they occur. This is a good time to point out that you've got to use common sense when posting the report. If you change a soldier's grade upon promotion or reduction, it's obvious that you must change his date of rank also. Similarly, if a soldier reenlist or extends, change his ETS date. Many times, when you move a soldier from one position to another, the soldier's duty MOS will change. Remember, the duty MOS is always the MOS for the position in which you are reporting the soldier.

B. Step two is to verify the authorization data element headings on the UMR by

comparing them with the entries on the previously posted UMR. Entries reflect the data pertaining to the authorization from the TOE or TDA for the unit, such as Grade, MOS, Position Title, and Number. You want to be sure the UMR shows all authorized positions, as well as the entries for various column headings, such as SSN, DMOS, ETS, and DOR. Annotate any errors observed. Report these errors through channels once you complete the report verification.

C. Step three is to ensure that the UMR shows all soldiers of the unit in their assigned UMR position and that all items of personal data on the report are correct. If you posted your previous UMR as changes occurred (assignments, reassignments, promotions, movement from one UMR position to another, etc.), this will not be difficult. Failure to post the previous UMR lengthens the updating task. Now you'll have to check every item of personal data on each soldier by comparing the information on the unit manning report with the unit's copies of DA Form 2s. As you check the position assignment of each individual, also check each entry of data to ensure correctness. Throughout the verification procedure, you must ensure that each soldier meets the qualifications of the position to which assigned and that the soldier actually performs the duties of that position. In other words, to carry a soldier in a supply clerk position, the soldier must meet the qualifications of a supply clerk, and should actually perform that duty and not work in the motor pool, dining facility, or elsewhere.

D. Pay particular attention to the entries, if any, in the remarks column of the UMR. This column of the UMR alerts you to differences between authorized and actual incumbent personal data. An example of this is that if the soldier's rank is not the same as that authorized for the position, it will reflect an entry such as "grade unequal". If the MOS is not the same, it would show "PMOS unequal"; or "line unequal" when two or more items do not match. You must check each of these entries and take appropriate corrective action where possible.

E. In some instances, a "grade unequal" remark may be the result of using a lower ranking soldier in the position (such as SPC in a SGT position). Obviously, if there are no SGTs available for this position, this is an authorized assignment and you should take no actions. On the other hand, if there happens to be a SGT in the same MOS carried in a SPC position or in excess status, you have to do some position changing. An entry of "PMOS unequal" may indicate a malassignment, a difference in skill level qualification, or it may be a case of using the soldier in a secondary MOS. A part of the process is to determine the reason for the remark and then make the required changes, if any.

NOTE: AAA-161 REPLACES AAC-C07 IN SIDPERS-3 TRANSACTIONS**17–11. Unit Manning report, Position and Incumbent Data (AAC–C07)(Page 320, DA PAM 600-8-23)**

a. PCN and category. The Unit Manning report, Position and Incumbent Data, (AAC–C07), category III, is produced in the peacetime operating mode only.

b. Description. This report lists authorized positions and personnel assets of each permanent party unit. The SASF and the SPF produce the authorized and personnel data, respectively. The data for each unit are divided into two parts.

(1) Part 1 includes the following data elements:

(a) Authorized positions by position number and personnel assets (incumbents) filling these positions. When an incumbent does not have the qualifications for a position, mnemonics identify the disqualification's and are entered in the remarks.

(b) Authorized positions by position number that are not filled by incumbents.

(c) Personnel assets without authorized positions.

(d) Excess personnel assets identified by position numbers with a 9 in the third position.

(e) Personnel assets who are intradepartures. These individuals are identified by RSC A with a departure date for UPC1. Each individual is displayed in the departing unit (UPC1) and in the potential gaining unit UPC1. For UPC1, the individual is identified by remarks reflecting departure date 1, the literal (D) identifying the type date, and UPC1. For potential gaining UPC1, the individual is identified by remarks reflecting reporting date 1, the literal (R) identifying the type date, and UPC1. Intradepartures are personnel who are available to fill authorized positions. These records always have asterisks in the position number.

(2) Part 2 includes all excess personnel assets identified by position numbers with a 9 in the third position. Parts 1 and 2 include identical assets when and only when the position number has a 9 in the third position and not a 99 in the first two positions.

c. Input requirements. The format for schedule card 4 is shown in table 17–5.

d. Frequency. The report is produced semimonthly or as required.

e. Sequence. The report is displayed in the following sequence:

(1) report sequence code (major, intermediate, or minor sequence option) or mail code (optional).

(2) UPC.

(3) Position number.

f. Selection criteria and data elements. The selection criteria and data elements are as follows:

(1) All SASF records are selected for this report, and they apply only to part 1.

(2) All SPF records are selected except those with RSC X.

(3) SASF data elements include—

(a) TOE or TDA document number (TOE/TDA No).

(b) Position number (POSNO).

(c) Position title (POS TITLE).

(d) Paragraph and line number (PARA LINE).

(e) Position specialty code for commissioned officers or MOS for warrant officers and enlisted personnel.

(f) ASI.

(g) Language identity (LNG).

(h) Grade (GRD).

(i) Position personnel security status.

(j) Branch or control specialty.

(k) Identity.

(l) PSC.

- (m) PSD (P–Date).
- (n) Position assignment priority code (PC).
- (o) Requisition code (RQ).
- (4) SPF data elements include—
 - (a) Position number (POS NUM).
 - (b) Name.
 - (c) SSN.
 - (d) SSI and ASI1 for commissioned officers or PMOS for warrant officers and enlisted personnel.
 - (e) ASI2 for commissioned officers or PASI for warrant officers and enlisted personnel.
 - (f) Language identifier.
 - (g) Grade title.
 - (h) Field–determined personnel security status (FDPS).
 - (i) Secondary MOS (SMOS) for enlisted personnel; additional MOS for warrant officers, or alternate specialty skill identifier for commissioned officers.
 - (j) Selective reenlistment bonus MOS or enlistment bonus MOS.
 - (k) Control specialty for commissioned officers, control branch for warrant officers, or SDAP for enlisted personnel.
 - (l) Duty MOS for warrant officers and enlisted personnel, or duty position specialty code for commissioned officers.
 - (m) Converted identity (table 17–6).

Table 17–6
Converted identity

MPC	Sex	Nonmobilization	Mobilization
○	M	○	B
○	F	L	D
○	M	K ¹	F
W	F	W	G
W	Either	V	H
W	Either	P ²	J

Notes:

¹ Interchangeable for male or female commissioned officers (See AR 680–29, para 3–4.)

² Interchangeable for male or female warrant officers.

- (n) Promotable indicator.
- (o) Loss date reflects either DLOS or DEROS depending on the location of the individual. If individual is a resident of CONUS, DLOS applies; if not, DEROS applies. When the ESA or ETS or DEROS data element contains ampersands, the literal INDEF is displayed.
- (p) ESA or ETS. When the ESA or ETS or DEROS data element contains ampersands, the literal INDEF is displayed.
- (q) DOR.
- (r) Remarks. These mnemonics are used to identify data elements that disqualify or question the qualifications of the individual filling the position. If more than one error mnemonic applies to a record, each is separated by an asterisk in the remarks field. (See table 17–7 for identity mnemonics for the AAC–C07 report.)
- g. *Totals.* UPC totals are produced by counting SPF records and displaying them by MPC. The following records are included in the counts:
 - (1) All part 1 records except intradepartures and records with a 9 in the third position of the position number.
 - (2) All part 2 records with PUD totals produced by summarizing UPC totals and report sequence code or mail code totals obtained by summarizing previous totals.
- h. *Retention or disposition.* The cutoff date is at the end of the month. The report is held for 1 month and then destroyed.

Note: The above information, from PAM 600-8-23, is in alphabetical sequence. The information from DA PAM 600-8 is in numerical sequence.

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Section XVIII

Task: Process the Unit Manning Report (AAC-C07)

3-35. Rules for processing the Unit Manning Report (AAC-C07)

The AAC-C07 lists authorized positions and personnel assets of each permanent party unit and is produced semi-monthly from SIDPERS-AC. (See DA Pam 600-8-23, chap 17.) Processing rules are as follows:

- a. This task is not performed in wartime.
- b. All changes will be manually posted to the AAC-C07 upon receipt and SIDPERS update transactions will be submitted as necessary.
- c. Enlisted soldiers will be assigned to positions on the AAC-C07 in accordance with the rules for utilization outlined in AR 600-200.
- d. All soldiers in a unit will be assigned a position number. It will be reflected on the AAC-C07.
- e. Soldiers should be assigned to a position on the AAC-C07 upon their initial arrival in a unit.
- f. Soldiers should not remain assigned to position number 9992 (Incoming Assigned Personnel) beyond 7 days after arrival in a unit.
- g. Assigned soldiers will not be double-slotted on the AAC-C07 or assigned to a 9999 position number.
- h. Assigned soldiers who cannot be properly slotted will be reflected as "Reassignable Overstrength." These soldiers should be assigned to a position below the paragraph and line number most closely related to the duties being performed (that is, position number AB90).
- i. The AAC-C07 will be cut off at the end of each month, retained 1 month, and then destroyed. (See AR 25-400-2, File Number 600-8b.)

3-36. Steps for processing the AAC-C07

The steps for processing the AAC-C07 are shown in table 3-19.

Table 3-19
Processing the AAC-C07

Step	Work center	Required action
1	PAS	Produce the AAC-C07.
2	BNS1	Receive the AAC-C07.
3	BNS1	Compare data between the latest AAC-007 and the previous AAC-C07.
4	BNS1	If there are changes on the previous report not reflected on the latest report, verify that necessary SIDPERS transactions were submitted. The AAC-P01 and the AAC-P11 (Personnel Transaction Register By Originator) will be used to verify the processing of previous SIDPERS transactions impact on the AAC-C07.
5	BNS1	Retain the original copy of the AAC-C07 and forward an annotated copy to the unit.
6	Unit	Review the AAC-C07 to ensure authorization data is correct.
7	Unit	Review the AAC-C07 to ensure all personnel are properly positioned.
8	Unit	Notify BNS1 of required changes.
9	BNS1	Annotate latest copy of AAC-C07 and submit appropriate SIDPERS transactions.
10	BNS1	Submit a SIDPERS position number transaction for each soldier assigned or attached as required. (See para 3-33, DA Pam 600-8-1, chap 2, and DA Pam 600-8-23, chap 10.)
11	BNS1	If the soldier is a pending gain (position number 9999), submit a SIDPERS MTDR transaction. (See DA Pam 600-8-1, chap 2, and DA Pam 600-8-23, chap 10.)
12	BNS1	Submit an officer CDAT transaction. The effective dates of the position number and the CDAT change must be the same. (See DA Pam 600-8-1, chap 2 and para 3-31 of this regulation.)
13	BNS1	Notify PAS of discrepancies requiring action at that level.
14	BNS1	File AAC-C07, and destroy according to paragraph 3-35i.

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Table 3-5
UMR codes for soldiers not occupying an authorized duty position

Rule	See note 1.	When reporting
1	9990	Reassignable overstrength.
2	9991	Surplus or excess soldiers.
3	9992	Incoming assigned soldiers (can be used no longer than 7 days after arrival) or officers for which no vacant position currently exists.
4	9993	Known losses.
5	9994	Attached soldiers having authorized positions (system-generated).
6	9996	a. Assigned temporary soldiers in replacement detachments pending specific assignments. b. All assigned nonpermanent party soldiers assigned to basic combat training and advanced individual training units, officer or warrant officer candidate schools, formal Army Service schools and courses, allied Armed Forces, joint colleges, projects (not TDY), personnel control facilities after return to military control, and correctional holding detachments, or U.S. disciplinary barracks. c. Soldiers attending civilian institutions for the purpose of receiving instructions (not TDY personnel). d. Soldiers being separated from the active Army by a unit other than a transition center or point.
7	9999	Potential gains other than soldiers in an assigned-not-joined status.

Notes:

1. If soldier is not positioned in an authorized duty position then use POSN

1	2	3	4	5	6
UNIT MANNING REPORT					
CD YY MM DD SCN XK PAGE XXXX					
UNIT NAME XXXXXXXXXXXXXXXXXXXXXXXX					
MC XX DA CODES-ASC XX STATUS XX AREA XX UTC W XXX XX UPC XXXX ANALYST X RPT SEQ CODE XXX					
PPA XX 16					
OPTIONAL SEQUENCE: MC-XX 17					
PSC A L P VRR CS 36 37					
PSS I S N 27 P SRR BR DMOS I PS P/DATE PC RQ					
PMOS I G GRD S SMCSC EB PP D-PSC D PI L/DATE ESA/ETS DOR					
24 25 26 28 29 30 31 32 33 34 35 38 39 40					
XXXX XXX					
XXXX XXX					
XXXX-XX-XXXX XXX-					

Figure 9-16-1. Sample format for Unit Manning Report position and incumbent data

PREPARED YY MM DD PCN: AAC-C07
DD SCN XX PAGE XXXX

UNIT XXXXXXXXXXXXXXXXXXXXXXXX
RPT SEQ CODE XXX
PPA XX
OPTIONAL SEQUENCE: MC-XX
POS TOE/TDA NO. XXXXXXXXXXXX
NUM POS TITLE/NAME

UNIT MANNING REPORT
POSITION & INCUMBENT DATA
PART 2
MC XX DA CODES-ASC XX STATUS XX AREAX XXX UIC W XXX XX UPC XXXX ANALYST X

PSC A L P VRB CS
PSSI S N P SRB BR DMOS I PS P/DATE PC RQ
PMOS I G GRD S SMOSC EB PP D-PSC D PI L/DATE FSA/ETS DOR

CD YY MM

XXXX XXXXXXXXXXXXXXXXXXXX
XXXX XXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX XXXX XX XX XXX X XXXX XXX XX XXXX X X XXXXX XXXXX XXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX XXXX XX XX XXX X XXXX XXX XX XXXX X X XXXXX XXXXX XXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX XXXX XX XX XXX X XXXX XXX XX XXXX X X XXXXX XXXXX XXXXX

NOTE: Report Formats are the same as in Part 1.

Figure 9-16-1. Sample format for Unit Manning Report position and incumbent data—Continued

Figure 9-16-1. Sample format for Unit Manning Report position and incumbent data

REPORT HEADING

Item number	Explanation of Item
(1)	PREPARED—The date the report was actually prepared.
(2)	PCN: AAC-C07—The Production Control Number of the report.
(3)	UNIT MANNING REPORT POSITION & INCUMBENT DATA—The title of the report.
(4)	CD—Cycle Date. The "as of" date of the SIDPERS processing cycle that produced the report.
(5)	SCN—Shipment Control Number. The Shipment Control Number is a two character code that identifies the month and day the cycle was prepared.
(6)	PAGE—The page number of the report.
(7)	UNIT—The name of the unit.
(8)	MC—Mail Code. A code assigned by the SIDPERS Interface Branch (SIB) that identifies the Military Personnel Office (MILPO) that services the unit.
(9)	DA CODES-ASG—A code indicating the major command to which the unit is assigned.
(10)	STATUS—Status Code. A code used to classify the status of Active Army organizations, personnel and equipment. Reference paragraph 2-18, AR 680-29.
(11)	AREAX—A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the next two positions represent the state in which the unit is located. If the unit is located overseas, the "AREAX CODE" is the abbreviation of the country in which the unit is located.
(12)	UIC—6 Position Unit Identification Code. "W" is the Service Designator ("W" meaning Army).
(13)	UPC—Unit Processing Code.
(14)	ANALYST—Analyst Code. A code assigned by the SIB to group certain units in order to assign a group of units to a specific analyst in the SIB.
(15)	RPT SEQ CODE—A code assigned by the SIB to group units in a desired sequence for report purposes.

REPORT CONTENTS

Item number	Explanation of Item	Status and Field Determined Personnel Status. If indicated on the authorized line, indicates the security clearance required. If indicated on the incumbent line, indicates the field determined security clearance of the incumbent.
(16)	PPA—PERSINS Processing Activity.	
(17)	OPTIONAL SEQUENCE—The sequence in which the requestor desires the report to be prepared.	
(18)	POS NUM—The position number applicable to a specific paragraph and line number of the TOE/TDA and the position number of the incumbent.	(29) SMOSC—Secondary Military Occupational Code. The SMOSC of the incumbent.
(19)	TOE/TDA NO.—The TOE/TDA Number	(30) VRB/SRB/EB/MOS—Enlistment or reenlistment bonus information on the incumbent.
(20)	POS TITLE/NAME—The Position Title Name is the Job Title as reflected on the TOE/TDA document or description designated by the commander and the name of the individual assigned to that position number.	(31) CS/BR/PP—Control Specialty (Comm only), Branch (WO only), Proficiency Pay (EM only). If indicated on the authorized line, indicates the CS/BR/PP required. If indicated on the incumbent line, indicates the CS/BR/PP of the incumbent.
(21)	PARA LINE—The paragraph and line number as reflected on the TOE/TDA document.	(32) DMOS/DPSC—Duty MOS and DPSC. If indicated on the incumbent line, indicates the DMOS or DPSC of the incumbent.
(22)	SSN—The individual's Social Security Number.	(33) ID—If indicated on the authorized line, indicates the authorized identity. If indicated on the incumbent line, indicates the sex code of the incumbent.
(23)	PSC/PSSI—Primary Specialty Code for commission officers.	
(24)	PMOS—Primary Military Occupational Specialty Code applicable to warrant officers and enlisted personnel. If indicated on the authorized line, indicates the PMOS authorized for the position. If indicated on the incumbent line, indicates the PMOS of the incumbent.	(34) PS/PI—PS Position Status Code. A code used to report the status of a TOE/TDA position. PI—Promotable Indicator. A code which indicates whether or not an individual is on a DA Promotion List.
(25)	ASI—Additional Skill Identifier. If indicated on the authorized line, indicates the ASI applicable to the authorized MOSC. If indicated on the incumbent line, indicates the ASI applicable to the individual's PMOSC.	(35) P/DATE L/DATE—Position Status Date. The effective year and month of the Position Status Code, used in conjunction with a Position Status Code, ref para 3-8, AR 680-29.
(26)	LNG—Language Identity. If indicated on the authorized line, indicates the language identity required. If indicated on the incumbent line, indicates the language identity of the incumbent.	(36) PC—Position Assignment Priority. The assignment priority that has been assigned to a specific paragraph and line number.
(27)	GRD—Grade. If indicated on the authorized line, indicates the grade authorized for the position. If the indicated on the incumbent line, indicates the grade of the incumbent.	(37) RQ—Requisition Submitted for a Replacement. If a requisition has been submitted, a "Y" will be indicated in the authorized line. If no requisition has been submitted, an "N" will be indicated in the authorized line.
		(38) ESA/ETS—Expiration of Service Agreement/Expiration of Term of Service. If the incumbent is a commissioned or warrant officer, the data element is ESA. If an enlisted incumbent, the data element is ETS. The date (Year, Month and Day) the incumbent is scheduled to be separated from active duty.

Figure 9-16-1. Sample format for Unit Manning Report position and incumbent data—Continued

Figure 9-16-1. Sample format for Unit Manning Report position and Incumbent data—Continued

REPORT CONTENTS

Item number	Explanation of Item
(39)	DOR—Date of Rank. The Year, Month and Day the Incumbent was promoted to his current grade.
(40)	REMARKS—Personnel assets who are intra-departures. These individuals are identified by RSC=A and departure date 1 = blank. Each individual is displayed in two units, the departing unit (UPC1) and the potential gaining unit (PGUPC1). For UPC1, the individual is identified by remarks reflecting departure date 1, the literal (D) identifying the type date, and PGUPC1. For PGUPC1, the individual is identified by remarks reflecting reporting date 1, the literal (R) identifying the type date, and UPC1. Intradepartures are personnel assets who are available to fill authorized positions. These records always reflect asterisks from POSNO. Part 2 includes all excess personnel assets identified by POSNOS reflecting a 9 from the tens position. Note, parts 1 and 2 include identical assets when and only when the POSNO reflects a 9 from the tens positions and the first two positions are unequal to 99. The following mnemonics and their meaning will print in this section: Commissioned Officers "CS" (Control Specialty); Warrant Officers and Enlisted "MOS" (Primary MOS), "GRD", Enlisted "EB" (Enlisted Bonus MOS), "SRB" (Selective/Variable Reenlistment Bonus MOS) "PPD" (Pro Pay); "MPC" applies to all categories of personnel. a. CSC (Control Specialty Code, for Commissioned Officer only)—Unequal to either first two or last two positions of authorized position specialty code. b. MOS (Military Occupational Specialty)—applies to Warrant Officers and Enlisted Personnel) Primary MOS or its substitutable MOS is unequal to authorized MOS. Equality is measured by four or three positions of MOS respectively for warrant offices and enlisted personnel. c. EB (Enlisted Bonus MOS, for Enlisted Personnel only)—EB MOS or its substitutable MOS is unequal to authorized MOS on three positions. d. SRB (Selective/Variable Reenlistment Bonus MOS, for Enlisted Personnel only)—SRB/VRB MOS or its substitutable MOS is unequal to authorized MOS on three positions. e. PPD (Proficiency Pay Designator, for Enlisted Personnel only)—PMOS or substitutable MOS in which individual is receiving proficiency pay is unequal to authorized MOS on three positions. Note: If more than one mnemonic applies, each is separated by an asterisk.

Figure 9-16-1. Sample format for Unit Manning Report position and incumbent data—Continued

UNIT MANNING REPORT
POSITION & INCUMBENT DATA

UNIT: XXXXXXXXXXXXXXXX

UIC: WXXXXX

DOCUMENT NO: TCTCWXXXXX 0102

PART 1

POS NUM	POS TITLE NAME	PARA LINE SSN	PAOC PMOS	A S I	L N G	RANK	P P S	P M C	SRB EB	CS BR PP	D M O S	D A S I D	PS PI	P/DATE L/DATE	ESA/ETS	DOR
COMPANY B																
BD01	CDR MARVEL, JOHN	777N 01 000-00-0000	XXXXX	00	YY	CPT	Y			NC		I				
BDO5	1SG ROCK, I. M.	777N 02 000-00-0001	92A50	2S	ZZ	MSG	Y			NC	92Z5M	M		20020720	20100630	19971201
BD09	ADMIN SPEC LADY, SUPER	777N 03 000-00-0002	71L10	00	ZZ	SPC					71L20	I			20020830	19991202
UIC	PART 1 TOTAL	OFFICERS 3	WARRANT OFFICERS	3						ENLISTED	53			TOTAL	59	

THIS IS A SAMPLE OF THE SIDPERS AAA-161 REPORT THAT TAKES THE PLACE OF THE AAC-C07 for units with SIDPERS-3—
DA PAM 600-8. Remarks column not included)

U661

JUN 02

UNIT: XXXXXXXXXXXXXXXX

UIC: WXXXXX

DOCUMENT NO: TCTCWXXXXX

PART 2

POS NUM	POS TITLE NAME	PARA LINE SSN	PAOC PMOS	A S I	L N G	RANK	P P S C	P M C	SRB EB	CS BR PP	D M O S	D A S I	I D	PS PI	P/DATE L/DATE	ESA/ETS	DOR
9990	REASSIGNABLE OVERSTRENGTH SCHMIDTLEP, TONY	000-00-0000	02Z5M	SM	GM	MSG	Y				02Z50	00	F			20080630	19970301
9991	SURPLUS/EXCESS PERSONNEL BOND, JAMES	000-00-0001	92A30	2S	GM	SSG					92A30	00			20020720	20100630	19971201
9992	INCOMING PERSONNEL POWERS, AUSTIN	000-00-0002	91B30	2S	GM	SSG					91B30	00				20020830	19991202
9993	KNOWN LOSS																
9994	ATTACHED-PERMANENT PARTY DUCK, DAFFY	000-00-0003	92A30	2S	GM	SSG					92A30	00				20060830	20011111
9996	TEMPORARY STATUS																
9997	ATTACHED-STUDENT-																
9998	FOR FUTURE USE																
UIC PART 2 TOTAL				OFFICERS	3	WARRANT OFFICERS	3	ENLISTED	75								
UIC AGGREGATE				OFFICERS	3	WARRANT OFFICERS	3	ENLISTED	175								

(Totals not all inclusive)

(THIS IS A SAMPLE OF THE SIDPERS AAA-161 REPORT THAT TAKES THE PLACE OF THE AAC-C07 for units with SIDPERS-3
DA PAM 600-8. Remarks column not included)

Chapter 3 Military Authorization Codes

Section I General

3-1. Use of the codes

This chapter prescribes the codes used to report data on military authorizations.

a. The authorization documents are Tables of Organization and Equipment (TOE) and Tables of Distribution and Allowances (TDA).

b. All the codes in this chapter are used on the SIDPERS authorized strength file (SASF).

3-2. Explanation of code numbers

Code numbers 300 through 349 identify the codes that are used to report military authorizations.

Section II Codes

3-3. Code number 300, authorized grade

This code is used to report the grade specified by the TOE or TDA for a position. AR 310-49 prescribes the 2-character data codes used in TOE and TDA. (These are given in the TOE/TDA column below.) These codes are converted to 3-character abbreviations and 1-character data codes for the SASF.

SASF data code: A
SASF abbreviation: GA
TOE/TDE code: GA
Meaning: General of the Army*

SASF data code: A
SASF abbreviation: GEN
TOE/TDE code: GN
Meaning: General.

SASF data code: A
SASF abbreviation: LTG
TOE/TDE code: LG
Meaning: Lieutenant General.

SASF data code: A
SASF abbreviation: MG
TOE/TDE code: MG
Meaning: Major General.*

SASF data code: A
SASF abbreviation: BG
TOE/TDE code: BG
Meaning: Brigadier General.*

SASF data code: B
SASF abbreviation: COL
TOE/TDE code: 06
Meaning: Colonel.

SASF data code: C
SASF abbreviation: LTC
TOE/TDE code: 05
Meaning: Lieutenant Colonel.

SASF data code: D
SASF abbreviation: MAJ

TOE/TDE code: 04
Meaning: Major.

SASF data code: E
SASF abbreviation: CPT
TOE/TDE code: 03
Meaning: Captain.

SASF data code: F
SASF abbreviation: 1LT
TOE/TDE code: 02
Meaning: First Lieutenant.**

SASF data code: U
SASF abbreviation: CW4
TOE/TDE code: WO
Meaning: Chief Warrant Officer, W4.**

SASF data code: 9
SASF abbreviation: SMA
TOE/TDE code: E9
Meaning: Sergeant Major of the Army.

SASF data code: 9
SASF abbreviation: CSM
TOE/TDE code: E9
Meaning: Command Sergeant Major.

SASF data code: R
SASF abbreviation: SGM
TOE/TDE code: E9
Meaning: Sergeant Major.

SASF data code: 8
SASF abbreviation: MSG
TOE/TDE code: E8
Meaning: Master Sergeant.

SASF data code: Y
SASF abbreviation: 1SG
TOE/TDE code: E8
Meaning: First Sergeant.

SASF data code: 7
SASF abbreviation: SFC
TOE/TDE code: E7
Meaning: Sergeant First Class.

SASF data code: X
SASF abbreviation: PSG
TOE/TDE code: E7
Meaning: Platoon Sergeant.

SASF data code: 6
SASF abbreviation: SSG
TOE/TDE code: E6
Meaning: Staff Sergeant.

SASF data code: 5
SASF abbreviation: SGT
TOE/TDE code: E5
Meaning: Sergeant.

SASF data code: 4
SASF abbreviation: CPL
TOE/TDE code: E4
Meaning: Corporal.

SASF data code: M
SASF abbreviation: SP4
TOE/TDE code: E4
Meaning: Specialist 4.

SASF data code: 3
SASF abbreviation: PFC
TOE/TDE code: E3
Meaning: Private First Class.

SASF data code: 2
SASF abbreviation: PV2
TOE/TDE code: E2

Meaning: Private, E2.**

*Abbreviation will be recorded with a space in the middle.

**AR 310-49 codes do not segregate lieutenant, warrant officer, and private grades; therefore, codes for first lieutenant, chief warrant officer, W4, and private, E2, are recorded on the SASF.

3-4. Code Number 301, authorized identity

This code is used to identify, by sex and military personnel class, the type of person specified by the TDA for a position. AR 310-9 prescribes the following data codes used in TDA and TOE.

a. Identity codes.

Data code: A
Meaning: Female enlisted member.

Data code: E
Meaning: Male enlisted member.

Data code: I
Meaning: Interchangeable male or female enlisted member.

Data code: K
Meaning: Interchangeable male or female commissioned officer.

Data code: L
Meaning: Female commissioned officer.

Data code: O
Meaning: Male commissioned officer.

Data code: P
Meaning: Interchangeable male or female warrant officer.

Data code: V
Meaning: Female warrant officer.

Data code: W
Meaning: Male warrant officer.

b. Mobilization identity codes.

Data code: N
Meaning: Female enlisted member.

Data code: M
Meaning: Male enlisted member.

Data code: Q
Meaning: Interchangeable male or female enlisted member.

Data code: F
Meaning: Interchangeable male or female commissioned officer.

Data code: D
Meaning: Female commissioned officer.

Data code: B
Meaning: Male commissioned officer.

Data code: J
Meaning: Interchangeable male or female warrant officer.

Data code: H
Meaning: Female warrant officer.

Data code: G
Meaning: Male warrant officer.

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warrant officer or enlisted personnel) enter the actual assigned strength number (0 through 99999). Enter a period in the next block to end this transaction. (See fig 2-88.)

(4) Commissioned officer attached strength.

(a) If no change to attached strength, enter a slash (/) and continue to subparagraph (5).

(b) If attached strength has changed and a change is required for attached strength for warrant officer or enlisted personnel, enter the actual attached strength number (0 through 99999). Enter a slash (/) and continue to subparagraph (5).

(c) If attached strength has changed and no change is required for attached strength for warrant officer or enlisted personnel, enter the actual attached strength number (0 through 99999). Enter a period in the next block to end this transaction. (See fig 2-89.)

(5) Warrant officer attached strength.

(a) If no change to attached strength, enter a slash (/) and continue to subparagraph (6).

(b) If attached strength has changed and a change is required for attached strength for enlisted personnel, enter the actual strength number (0 through 99999). Enter a slash (/) and continue to subparagraph (6).

(c) If attached strength has changed and no change is required for attached strength for enlisted personnel, enter the actual attached strength number (0 through 99999). Enter a period (.) in the next block to end this transaction. (See fig 2-90.)

(6) Enlisted personnel attached strength.

(a) Enter the actual strength number (0 through 99999).

(b) Enter a period in the next block to end this transaction. (See fig 2-91.)

(7) Do not immediately follow a slash (/) with a period (.). A period will immediately follow the last strength entered (0 through 99999) when no change is required to following strength fields. If more than five slashes (/) are used, then format is prepared incorrectly.

(8) Only one OSTR transaction will be submitted for the reporting period.

c. Formats. See screen format for this procedure at figure 2-92.

2-55. Procedure 2-21 Promotion bar (Transaction mnemonic-PBAR) (applicable during peacetime)

a. The purpose of this procedure is to report those individuals who are restricted from automatic advancement to PV2, PFC, and E4 and to remove the restriction from the SIDPERS data base.

(1) Required references used in this procedure are as follows:

(a) AR 600-200.

(b) DA Pamphlet 600-8, Procedure 3-30.

(2) Source document used in this procedure is DA Form 4187.

b. This transaction will be submitted by the Unit based upon the request of the local commander. A SIDPERS removal transaction is not required if the individual is being assigned to a transfer point for separation or if the individual is being reassigned to another servicing PERSINS Processing Activity (PPA).

2-56. Procedure 2-21 Action

a. Control data (Data elements used are examples.) Complete control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.)

(1) Promotion bar. Enter a R to report that an individual is restricted from automatic advancement to PV2, PFC, or E4. Enter a period (.) in the next box to end this transaction. (See fig 2-93 at end of chap. 4.)

(2) To remove the restriction on advancement to PV2, PFC, or E4, enter a Z. Enter a period (.) in the next box to end this transaction.

c. Formal. See screen format for this procedure at figure 2-94.

2-57. Procedure 2-22 Position number change (Transaction mnemonic-POSN) (applicable during peacetime/mobilization)

a. The purpose of this procedure is to report the authorized duty position the individual is assigned to. Also, to identify individuals by special category who are not assigned to an authorized position.

(1) Required references used in this procedure are as follows:

(a) AR 600-200.

(b) AR 614-200.

(c) DA Pam 600-8, procedure 9-9.

(2) Source documents used in this procedure are as follows:

(a) Assignment memorandum.

(b) (Rescinded.)

(c) DA Form 2496.

(d) AAC-C07, Unit Manning Report Position and Incumbent Data.

(e) DA Form 2.

b. This procedure pertains to all personnel. Individuals who are not assigned to an authorized duty position will be reported by a special category position number in the 999 series as follows:

(1) 9990—Identifies reassignable over strength personnel who should be assigned to another local unit.

(2) 9991—Identifies surplus/excess personnel who cannot be effectively utilized and who have been reported to HQDA for reassignment.

(3) 9992—Identifies incoming/assigned personnel who are awaiting assignment to an authorized position.

(4) 9993—Identifies known losses. It may be used by reporting units which desire to remove known loss personnel from authorized positions in order to more effectively evaluate unit status.

(5) 9994—Used only as system generated when processing an inter or intra attachment transaction to attach an individual and the unit to which an individual is being attached has authorized positions. This position number will not be assigned using POSN transaction.

(6) 9995—Reserved for future use.

(7) 9996—Identifies assigned temporary status personnel. It is used by replacement detachments for incoming replacements when the individuals arrive and specific assignments have not been determined prior to their arrival. In addition, all non-permanent party assigned personnel will be reported in this position number, to include the following:

(a) Enlisted personnel assigned to a basic combat training (BCT) unit and advanced individual training (AIT units).

(b) Personnel assigned to officer candidate schools (OCS) and warrant officer candidate schools.

(c) Personnel assigned to formal Army service schools and courses, schools of other services or allied armed forces, and joint colleges and projects. This excludes personnel on temporary duty.

(d) Personnel attending civilian institutions for the purpose of receiving instructions. This excludes personnel on temporary duty.

(e) Personnel being separated from the Active Army by a unit other than a transfer activity.

(f) Personnel returned to military control and assigned to a personnel control facility (PCF)

(g) Active Army prisoners includes personnel assigned to correctional training facilities (CTF), Army correctional holding detachments, or US Disciplinary Barracks.

(8) 9997—Used only as system generated when processing an inter or intra attachment transaction to attach an individual and the unit to which the individual is being attached does not have authorized positions. This position number will not be assigned using POSN transaction.

(9) 9998—Reserved for future use.

(10) 9999—Identifies all potential gains. This code does not apply to personnel in an assigned-not-joined status.

2-58. Procedure 2-22 Action

a. Control data (Data elements used are examples.)

(1) Enter date individual was assigned to the POSN as year, month, and day, in that order.

(2) Complete remaining control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.)

(1) Position number. Get the position the individual is being assigned to from the unit/ISG. Find the position number on the UMR based upon that assigned position. Special category codes defined by the series 999 are displayed in Part 2 of the UMR. Assigned personnel will not be double slotted or assigned to a 9999 position. Enter that four character position number. Enter a slash (/) in the next box.

(2) Unit processing code (UPC). Enter that five character UPC. Enter a period (.) or a slash (/) in the next box based on one of the following conditions.

(a) If the individual is assigned to a valid POSN from the UMR and is not performing OJT, enter a period in the next box to end this transaction. (See fig 2-95.)

(b) If an individual is assigned to a valid POSN and is performing OJT, enter a 9 in the third position of the POSN. Enter a slash (/) in the next box.

(c) If the individual is assigned to a special category 999 series, enter a slash (/) in the next box.

(3) Duty military occupational specialty (Duty MOS)/position specialty code (Duty PSC). Find the authorized MOS/PSC on the UMR for which the individual will be performing duties. If the individual is not assigned to an authorized position and is being reported in special category position number 9990, 9991 or 9993, determine the duty MOS or duty specialty using AR 611-201, AR 611-101, or AR 611-112 that is closely related to the duties being performed by the individual. Enter the five character MOS/PSC as the Duty MOS/PSC (enter the number 0 in the fourth position of the MOS if the Duty MOS is one in which the individual is receiving on-the-job training (OJT)). If the Duty MOS/PSC does not have five characters, use the following procedures as applicable.

(a) Commissioned officer (No secondary position specialty code). Enter the number 00 in the last two position of the PSC if the Duty PSC does not have a secondary position specialty code. Enter a slash (/) in the next box.